

Report for Week Ending 12 September 1956  
from  
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

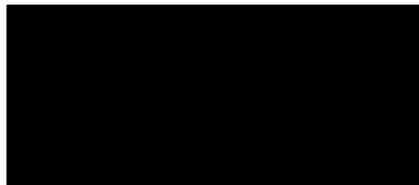
A sample reports management directive for guidance in developing an Office instruction was distributed to each DD/S Reports Management Officer (RMO). All the RMO's now have sufficient guidance material to carry out their programs. Typing of the lists of reporting requirements was completed. Distribution to RMO's will be made next week in time for them to meet the 1 October dead line for assigning reports control symbols to approved reports. Project is now 95% complete.

Project 6-13, Dispatch Format and Procedure, 6-22 - DD/I Reports Survey and 6-35 - Survey of Procurement Division Contract Files

No change in status

General Information

Completed a FY 56 training schedule for the Records Management Staff. 4.4% of the Staff's total employment time is allotted against training courses. Each employee is scheduled for some form of training during the fiscal year.



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